

LAYOFF & RECALL

PURPOSE

To establish a basic framework for laying off and recalling employees.

SCOPE

This policy applies to employees in the state civil service except employees appointed on a temporary or intermittent basis.

STATEMENT OF POLICY

It is the policy of the state of Indiana that when layoffs are necessary due to lack of funds, reduction in spending authorization, lack of work or efficiency, such layoffs shall be effected in a manner that retains the best performers based upon service ratings and the knowledge, skills and abilities necessary to agency operations.

REFERENCES

IC 4-15-2.2-40

IC 4-15-2.2-15

EFFECTIVE DATE July 1, 2011

APPROVAL



Daniel L. Hackler, State Personnel Director

DATE

June 15, 2011